



## **STAFF ORIENTATION**

October 16 – 17 – 18, 2007

Location: **Holiday Inn Select North at the Pyramids**  
**3850 DePauw Boulevard**  
**Indianapolis, Indiana 46268**  
Northwest corner of Indianapolis I-465 loop.  
Exit 27, I-465 and Michigan Road (US 421)

The hotel has an indoor water park and our group has been given a special price of \$20 per person for the Caribbean Cove Indoor water park. Confirm your room reservation and obtain additional information and purchase the pass upon arrival.

Overnight stay requirements may be made with the hotel.  
Hotel reservation deadline is Saturday, September 15, 2007, 5:00 p.m.  
for the special rate of \$93.00 plus 15% room tax. Free parking.  
Reservations: (317) 872-9790

Hotel reservations should be made before the cut-off date in order to obtain the special rate. Call the hotel and indicate you are attending the Indiana Judicial Center Court Alcohol & Drug Staff Orientation, being held October 16-18. The special rate or availability cannot be guaranteed after the cut-off date of September 17. Expenses for transportation, hotel, and miscellaneous expenses are not covered by the Indiana Judicial Center. You will need to bring government identification for verification at check in.

### **Program Directors – Registration instructions**

Please complete the registration form, page 2, and return to the Indiana Judicial Center by the required registration date. There is no tuition for this training. Hotel reservations are the responsibility of the person/program attending.

Breakfast and Lunch will be provided for the participant each day. Please indicate on the registration form if there is an interest in the provided meals.

Please provide information and directions to the staff attending the orientation. Directional information is enclosed as page 3 of this document.

**Contact Donna Durr for additional information about orientation or hotel directions. [ddurr@courts.state.in.us](mailto:ddurr@courts.state.in.us) or (317) 232-1313**



## STAFF ORIENTATION

### REGISTRATION FORM October 16 – 17 – 18, 2007

To be held at:

Holiday Inn Select North at the Pyramids  
3850 DePauw Boulevard, Indianapolis, IN 46268  
Phone (317) 872-9790, [www.hiselect.com/ind-atpyramids.com](http://www.hiselect.com/ind-atpyramids.com)

County \_\_\_\_\_

Director \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Staff Orientation registration deadline is October 5, 2007 or when session is full. *Register Early*  
Hotel cut off date for overnight room accommodations is 5:00 p.m., Saturday, September 15, 2007.

The final Agenda should be available in late September 2007. A registration confirmation will be sent to the program director.

Tentative schedule:

Registration on Tuesday, October 16 will be at 8:00 – 8:30 a.m. The day will end at 5:00 p.m.  
Wednesday, October 17, 8:30 a.m. – 5:00 p.m. & Thursday, October 18, 8:30a.m. – 3:15 p.m.

Please advise any special accommodation requirements.

Breakfast (B) and Lunch (L) will be provided on                      Tuesday                      Wednesday                      Thursday

Please circle to indicate the meal(s) you will partake.                      B – L                      B – L                      B – L

Name of attendee (as to be shown on certificate) \_\_\_\_\_

Court/Program Name \_\_\_\_\_

Position in program \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

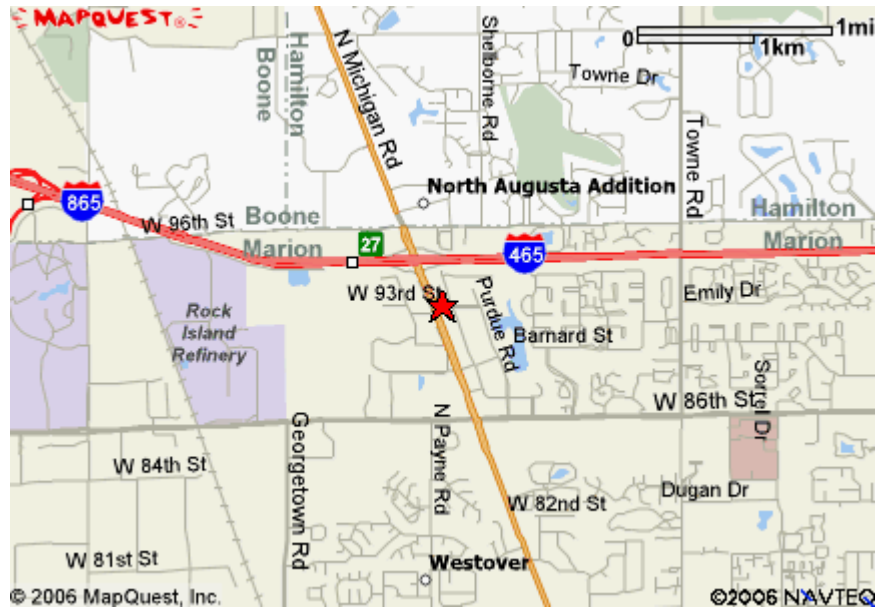
Email \_\_\_\_\_

NOTE: Please provide copy of hotel and direction information to person attending. (see page 3)

Fax to: (317) 233-3367 Attn: Donna Durr                      Email: [ddurr@courts.state.in.us](mailto:ddurr@courts.state.in.us)

Mail to: Indiana Judicial Center, 115 W. Washington Street, Suite 1075, Indianapolis, IN 46204

DIRECTIONS:



EXIT 27, I-465 & MICHIGAN ROAD (US 421), Northwest side of Indianapolis I-465 loop

Visit Holiday Inn Select North Pyramids website for additional directions.

<http://www.ichotelsgroup.com/h/d/sl/1/en/hotel/indno/transportation>